

# CHECKLIST FOR WATER/SEWER SERVICE APPLICATION

**OWNERS:** Along with the **NEW SERVICE** application, please provide:

- Copy of the Settlement Statement\*\*;
- Valid Government Issued picture identification;
- Completed Certificate of Compliance or Exemption Form.
- Management Agreement; **ONLY** if you will have your property managed by a third party.

\*\*In lieu of settlement statement; Deeds (e.g., Foreclosure, Security and Warranty) may be submitted; however, the document **MUST** be recorded by the court.

**Certificate of Compliance:** This form is required for properties in unincorporated DeKalb County purchased after 06/01/2008 and were built before 1993. If there is any question to whether you are in unincorporated or incorporated DeKalb County please check your address at <http://web.co.dekalb.ga.us/PropertyAppraisal/realSearch.asp>. The Tax District field will display “unincorporated” if it is in unincorporated DeKalb County, but for incorporated properties the field will display a city name (e.g., “Avondale” or “Decatur”). **This form must be submitted within 30 days of receipt of the application to avoid an interruption of service. NO EXTENSION will be given for any occupied properties. To schedule an appointment for an inspection you may contact any licensed plumber or home inspector.**

**Exemption Form:** Please refer to the Exemption Form for the list of exemptions. Be sure to check the box next to the appropriate exemption. **NOTE:** The box stating “Any real property that is being advertised for foreclosure;” does not include a home purchased as a foreclosure unless the property was purchased on the courthouse steps, which means there was no closing or settlement statement. The Exemption Form should be submitted with your application, proof of ownership and identification.

**TENANTS:** Along with the **NEW SERVICE** application please, provide:

\*Please note that the **OWNER/MANAGEMENT COMPANY** of the property must have an account in order for a tenant to establish service.

- First page of lease, which includes owner/tenant information and dates of lease;
- Signature page of lease, which includes signatures of both parties on lease;
- Valid Government Issued picture identification.

**MANAGEMENT COMPANY:** Along with the **NEW SERVICE** application, please provide:

\*Please note that the **OWNER** of the property must have an account in order for a Management Company to establish service;

\***HOWEVER**, if the **OWNER** provides a copy of Management Agreement with their application the Management Company will not need to apply.

- Management Agreement, which includes owner information and dates of contract, and signatures of both parties on the agreement.
- Valid Government Issued picture identification of the representative of the company that completes the application.

**REALTORS:** Along with the **NEW SERVICE** application, please provide:

- Listing Agreement **OR** Proof of Assignment; which should have the property address, the realty company name, and the realtor name that is applying for service.
- Valid Government Issued picture identification of realtor.

**INSPECTION (30 days):** Along with the **TEMPORARY SERVICE** application, please provide:

- \$90** (\$45 “turn on” fee and \$45 “turn off” fee) - (If the property is purchased before the inspection period (30 days), \$45 credit will apply toward your first bill).
- Mailing address for statement, which should be different than the service address.
- Valid Government Issued picture identification.

**\*\*Applications can be emailed (using new address in the subject line), faxed, mailed or brought in to our office.**



**Government Annex Building  
1300 Commerce Drive, Decatur, Georgia 30030**

Phone: (404) 378-4475 Fax: (404) 687-3504

Email: [newwaterservice@dekalbcountyga.gov](mailto:newwaterservice@dekalbcountyga.gov)

Hours: 8:30 a.m. – 5:00 p.m., Monday through Friday; excluding legal holidays

**APPLICATION FOR WATER/SEWER SERVICE**

	For Office Use Only	
Account Number:		Closing Date/Beginning Lease Date
Please Print		
Name: _____ (Last, First MI OR Business Name)		
C/O: _____		
<input type="checkbox"/> OWNER <input type="checkbox"/> TENANT <input type="checkbox"/> MANAGEMENT COMPANY <input type="checkbox"/> REALTOR		
Service Address: _____ (Street Address) <span style="float: right;">(City, State and Zip code)</span>		
Mailing Address: _____ (If different than Service Address) <span style="float: right;">(City, State and Zip code)</span>		
Telephone Number: _____ Cell Phone Number: _____		
Email Address: _____ Enroll in E-Billing*: <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*This paperless billing notification will be delivered to email address.</small>		
Social Security Number/Tax ID: _____ Drivers License/ID Number: _____		
Previous Address (If DeKalb County): _____		
Leave on at Previous Address: <input type="checkbox"/> Yes <input type="checkbox"/> No-Please Disconnect on: _____ (If DeKalb County)		

In consideration for receiving water and/or sewer service from DeKalb County, Georgia, at the above location, I hereby acknowledge responsibility for payment of service billings. A non-refundable application fee of twenty dollars (\$20) will be added to your first bill.

Residential water accounts are billed on a bi-monthly basis (every two months), and payment by the indicated due date is required to prevent interruption of service. **You are responsible for water/sewer service until your account is closed.**

\_\_\_\_\_ I understand that DeKalb County is not responsible for water damage to this property or its contents. **If the water (initial) is off, it may take up to 5 business days to have service restored. Any additional trips to property will be assessed a \$45 trip charge.  UNLOCK METER ONLY**

In consideration for having water service initiated/restored at the above address, I agree to ensure that all water service facilities (sink and tub faucets/inside and outside, toilets, etc.) are turned off; or that someone will be on the property to check for leakages. We recommend that you turn off your private cut off valve, if applicable. **Once the application is processed, it may take up to 5 business days to restore water service.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*APPLICATIONS WILL NOT BE PROCESSED WITHOUT APPROPRIATE DOCUMENTATION- PLEASE REFER TO NEW SERVICE CHECKLIST\*\*\***